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Hearing Impaired-Minnesota Relay: 7-1-1

## Change Request/Drop Off Request

HCV Worker \_\_\_\_\_ Public Housing Worker \_\_\_\_\_

- I am dropping off paperwork requested by my worker – Complete Section 1.
- I am reporting a change – Check one of the options below and complete Section 1 & 2:
  - Income     Household Composition     Both

### Section 1 - Tenant Information

Head of Household: \_\_\_\_\_ Head of Household's SSN: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### Information Required for a Change

- All changes in household income and composition must be reported in writing within 30 days of the change. You will be required to provide proof of the change.
- **Please attach proof of the change to this form. Failure to provide proof of your change may result in a delay in processing.**

### Section 2 - Please list your change: (i.e. add/remove household member; add/remove income)

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### Remember to attach documentation of your change! Please see back for instructions.

I hereby certify and affirm under penalties of perjury that the above statements are true and correct. I understand that the Olmsted County Housing and Redevelopment Authority may verify the statements herein, and I have no objections to such inquiries.

**WARNING!** Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any department or agency of the U.S. as to any matter within its jurisdiction.

Signature of Head of Household \_\_\_\_\_ Date \_\_\_\_\_

**IMPORTANT:** All household changes must be reported in writing in a timely manner. All supporting documentation must be attached to this page in order for the change to be processed . If you do not provide information in a timely manner, you may be required to repay any overpaid assistance. It may also delay reduction in your rent portion.

**ALL SUPPORTING DOCUMENTATION MUST BE ATTACHED TO THIS CHANGE FORM IN ORDER FOR THE CHANGE TO BE PROCESSED. PLEASE SEE BELOW FOR THE DOCUMENTATION THAT IS NEEDED.**

Removing a household member: Provide a copy of the person's new lease or a piece of mail showing the person's new address.

Adding a household member: Provide a copy of the person's identification - Certification of Birth, Naturalization Papers, Valid Driver's License, Department of Motor Vehicle Identification Card, U.S. Passport, Employer Identification Card, Social Security Card, U-551, I-94, I-688. **You must have PRE-APPROVAL from the HRA and your landlord to add someone to your household.**

Birth/Adoption of a Child: Provide a copy of the child's birth certificate and social security card.

Increase in Wages: Provide 8 weeks of consecutive pay stubs or employment letter with hourly wage, and hours worked per week.

Decrease in Wages: Provide 8 weeks of consecutive pay stubs or employment letter with hourly wage, and hours worked per week.

New Job: Provide an employment letter stating the start date, hourly wage, and hours worked per week.

No longer employed: Provide a separation notice stating the termination date. If you are eligible for unemployment benefits, provide a printout of your weekly unemployment benefits.

Zero Income: If you do not receive wages, cash assistance, or unemployment benefits, provide a completed zero income form (located on the housing rack).

Change in Student Status: Provide a copy of the most current class schedule.

You may visit the following websites for proof of income:

Social Security: <https://www.ssa.gov/myaccount/>

Unemployment: <http://www.uimn.org/>

OFFICE USE ONLY: